

E-Procurement User Mapping in SunPac

Each local education authority (LEA) user created in the NC E-Procurement Service is assigned a unique login name. In order for the user to create eRequisitions in E-Procurement that are successfully processed by SunPac, the user's E-Procurement login name must be mapped to the corresponding user's 'NCEP Login' within the NCEP Username Cross Reference screen in SunPac. This mapping process was completed for each user during the E-Procurement LEA Implementation; however, any new users added to the NC E-Procurement Service will need to be mapped according to this process.

1.0 Locate the E-Procurement Login Name



1. Select the '**eForm**' link from the Shortcut Menu on the E-Procurement Home Page.

Create Request Using Company eForm

eForms are provided by your company. Select or search for a form to use to create your request. [How To](#)

Search

Name	Description
AddressMaintenance	
PasswordChange	
UserMaintenance	

2. Select the '**UserMaintenance**' link.

1 Title
2 Complete Form
3 Summary

US82A33: Untitled UserMaintenance

1 Add Title **UserMaintenance**

Enter a title. [How To](#)

Title:

Select Maintenance Mode: No Choice
No Choice
Add
Update
Delete

< Prev **Next >** Exit

3. **Title** – It is not necessary to enter a title, as this request will not be submitted.
4. **Select Maintenance Mode** – Select the appropriate type of user maintenance to perform. To locate the login name, select '**Update.**'
5. Click '**Next.**'

US82A33: Untitled UserMaintenance

1 Add Title UserMaintenance

Enter a title. [How To](#)

Please complete the missing or invalid information indicated below.

Title:

Select Maintenance Mode:

Entity:

User: **Value must be set.**

Locate the user's name in the 'User' dropdown box or select 'Other...' to conduct a search for the user.

6. Locate the user's name in the User dropdown box. If the user's name does not appear in the dropdown box, select '**Other...**' to search for the user.
7. Click '**Next.**'

US82A33: Untitled UserMaintenance

2 Complete Form UserMaintenance

Provide the requested information. [How To](#)

Complete Form - UserMaintenance

Entity:

Login Name:

Name:

Email Address:

Management Level:

Supervisor:

Ship To:

Bill To:

User Group:

Roles: [select](#)

8. Locate the user's E-Procurement Login Name next to the 'Login Name' field. Make note of this value to enter into SunPac.

Note: This value can also be noted during the user setup process.

2.0 Enter the E-Procurement Login Name in SunPac

Once located, the user's E-Procurement Login Name will be entered in the corresponding user's 'NCEP User ID' field on the SunPac NCEP Username Cross Reference screen. To access this screen, select option 11 (E-Procurement) once logged into SunPac. Next, select option 29 (Username X-Reference).

Note: All users may not have access to this screen. Please check with your system administrator to obtain the correct permissions to access these records.

Click mouse to get control

AS/400 - NCEP Username Cross Reference

AS/400 Login	Employee Name	NCEP Login
ABRUFF	ALICE BRUFF	
ACHEVES	ANGELA CHEVES	
ANTANIA	ANTANIA SHAW	
AWALTERS	AMANDA WALTERS	
BLEONARD	BRENDA LEONARD	
BREND	BREND BUBBS	
BWILSON		
CHARTLEY		
CMARTIN		
CRISTINA	CRISTINA	
DHILL	DIANE HILL	
DMILLER	DORIS MILLER	
DMYERS	DONNA MYERS	
DSINK	DONNA SINK	
DUTCH	DUTCH	
DWALLACE	DEON WALLACE	
EMYERS	EDITH MYERS	
GANDERS	GINGER ANDERS	

Enter the E-Procurement Login Name for each user in the 'NCEP Login' field.

F1=Next F2=Prev F3=Exit F6=SetDefaults F7=Jump F20=Update

9. Press 'F20' to save and update the changes.